

SAMPLE LETTER

Plan Choice for New Members of PERS, SERS or TRS

I, _____, understand the following:

As a new member in the following retirement system:

- Public Employees' Retirement System (PERS)
- School Employees' Retirement System (SERS)
- Teachers' Retirement System (TRS)

I have the choice between Plan 2 and Plan 3 in the retirement system. If I do not actively choose a plan within 90 days of being hired into a retirement-eligible position, I will be defaulted into Plan 2.

My date of hire is _____ and my 90 days expires on _____.

I must complete the *Member Information Form* and submit it to my employer as a means of documenting my plan choice decision.

I know that I can find more detailed information on the Washington State Department of Retirement Systems website at www.drs.wa.gov/choice.

My plan choice decision for the retirement system indicated above, whether by active choice or by default, is irrevocable. I will not be able to choose another plan in the retirement system in the future. My *Member Information Form* must be submitted by 4:30 pm on the expiration date to the:

- Human Resources Office)
- Payroll Office
- Other _____

Signature of Employee

Date